

# OLG Preschool Parent Handbook



## Our Lady of Guadalupe Preschool

340 Massey Street  
Hermosa Beach, CA 90254  
(310) 372-7486  
(424) 327-6709 Fax

<http://ourladyofguadalupeschool.org/preschool/>

**August 2017**

*(This handbook replaces all previous handbooks.)*

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Dear Parents,

We welcome you and your child to Our Lady of Guadalupe's (OLG) Preschool! We believe that open communication between parents and school is essential to meet your child's needs. We look forward to developing a positive relationship with you and your child. Early experiences are vital to your child's growth and development. OLG Preschool is an important resource for your child during these formative years. It provides the opportunities for children to grow intellectually, socially, emotionally, physically, and spiritually in a warm, loving Christian environment. We want our children to build a positive self-image, explore their natural sense of wonder, and discover their creative spirit. We want our children to build problem-solving skills, develop self-control and consideration of others, and know that learning is fun! The purpose of the parent handbook is to share information with parents and to promote an understanding of our program. It is important to foster a spirit of cooperation between home and school. We hope you find this information useful as an orientation to both our policies and services.

Sincerely,

Mrs. Yvonne Elias Wilcox, M.A. Early Childhood Education  
Preschool Director



## **About Our Lady of Guadalupe School**

Our Lady of Guadalupe School was established in 1961 to serve the educational needs of the children of the parish. The Carmelite Sisters of Oklahoma staffed the school during the next thirteen years as the school grew and flourished. The first lay principal was appointed in 1972, and since 1974, the school has been staffed entirely by dedicated lay employees. A kindergarten was opened in the fall of 1985 and was held in a small house near the main school. Extensive renovation and building during 1991-1992 provided the school with a new kindergarten classroom and computer lab. In the fall of 2012, a preschool was opened to serve the needs of the community and in the fall of 2013, a transitional kindergarten class was added to the school, also in response to the growing needs of the community.

Our Lady of Guadalupe School is a Catholic parish school under the jurisdiction of the Archdiocese of Los Angeles. The pastor is the ex-officio chief administrative officer of the school who carries out the policies of the Archdiocesan Advisory Board and, on points not covered by Archdiocesan policy, determines policies appropriate to the needs of the school. The principal is responsible for the immediate direction and supervision of the school programs. Together, the administration, faculty, and students demonstrate their commitment to and support of the mission and philosophy of Our Lady of Guadalupe School. School families are recognized as vital members of the parish community and essential to the life and future of the Church.

Father Joe Kim OFM, Conv. is the current pastor and administrator of Our Lady of Guadalupe Parish and the head of the school community. The current principal, Mrs. April Beuder, accepted the position in 2012. The current preschool director, Mrs. Yvonne Wilcox, accepted the position in 2014.

OLG School rooted in Catholic values, is dedicated to creating a community that respects diversity while nurturing and developing each child's unique talents. OLG School is fully accredited by the Western Association of Schools and Colleges (WASC). This accreditation means that the school meets and maintains strict standards with regards to curriculum, teacher preparation, and equipment.

## **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS OR GUARDIANS**

The students' interest in receiving a quality, morally based education can best be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents or guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Any parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent or guardian, or other person who insults or abuses the director or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of his or her child in the school. These expectations for students and parents or guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

### **"ZERO TOLERANCE POLICY"**

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

- **May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and**
- **May not volunteer in any "non-ministerial" activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the Director to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy. As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

### **CHILD ABUSE REPORTING OBLIGATIONS**

In accordance with Archdiocesan policy and California law, all school personnel are obligated under penalty of fine and jail term to report any reasonable suspicion of physical abuse,

emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and/or exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to the legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, mandates that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### **PRESCHOOL ADMISSION**

The following are the requirements for Admission:

1. Completed application and family information sheet
2. Non-refundable registration fee
3. Preschool Tour/visit with child
4. Baptismal Certificate – Where Applicable
5. Tuition/Admissions Agreement Contract
6. Immunization Records
7. Birth Certificate

The following enrollment forms need to be completed prior to your child's start date:

1. Emergency Information
2. Child's Pre-admission Health History
3. Notification of Parents Rights
4. Notification of Personal Rights
5. Consent for Medical Treatment
6. Physician's Report
7. Parent Handbook Receipt

We accept families of all faiths, religions, and backgrounds. OLG Preschool provides services for children ages 3-5 years old. Some two year-old children developmentally close to 3 years of age may be accepted. All children must be toilet trained. Children who are toilet trained are able to use the restroom facilities on their own without adult assistance.

**Parents must abide and agree with the rules and regulations of OLG Preschool.**

## PROGRAM DESCRIPTION

OLG Preschool hours of operation are Monday - Friday from 7am- 6pm. Our **school day begins at 8:00am** and all children must be present at that time. Having a consistent and structured schedule provides children with the opportunity to have a classroom routine and participate in daily learning activities. We are a preschool that provides children with the opportunity to learn and grow through daily activities. It is also a time of preparation for the future.

For children, preschool is a happy place for exploring and finding out new things everyday. For parents, preschool should be a place that focuses on learning yet never forgets the importance of fun. A good Preschool knows and respects the developmental profile of your child. Providing activities and materials that grow and nurture your child is the hallmark of a great Preschool.

OLG Preschool is just such a place.



## **OLG Preschool Philosophy**

Our theories are based on the Interactional theory of Piaget\*, Kohlberg, and Vygotsky\*:

- Learning results from the interaction between the environment and the child's own emerging thinking.
- Interaction with the environment is determined not only by exposure to the appropriate materials and experiences but also by the timely intervention from significant others (including peers) in the child's life.
- The Child is intrinsically driven to interact with materials placed in the environment; but it is the trained teacher who selects not only the developmentally appropriate materials, but also the time and manner in which those experiences are constructed.

Our Goals are based on the following theoretical assumptions:

- Play is cherished and play spaces are rich with learning opportunities
- Each child's rhythm is caught and given a warm response
- Children are encouraged to explore and create. In line with Multiple Intelligence Theories of Gardner, activities that encourage the use of multi-modalities (kinesthetic, interpersonal, intrapersonal, verbal-linguistic, logical-mathematical, and visual-spatial) are provided to support children in the ways they learn best.
- Children enjoy successes that lead to greater self-confidence and independence
- Staff members value and are responsive to each child's special abilities, learning style, and developmental pace.

Our Goals are based on Catholic-Christian tradition:

- Children will develop a sense of wonder at the world around them.
- Children will become sensitive to the spiritual.
- Children will develop an awareness of the presence of God in them, in others, and in all things.

## **SECURITY PROCEDURES**

### **Closed Campus**

To preserve the academic environment, minimize disruptions to the learning process, and maintain school security, archdiocesan and parish schools are designated as “closed campuses.” No person may enter the campus unless authorized by the school administration. All visitors must present themselves at the school office if they are seeking information or have business to conduct with the school. Classroom visits, observations, and/or tours are scheduled at the Director’s discretion. All visitors must sign in with the school office and wear a Visitor’s Badge.

### **Emergency Plan**

In the event of an emergency during school hours, please do not telephone the school. Phone lines must be kept open for emergency use. School gates will be closed to keep all non-essential persons outside the school grounds. During any initial evacuation of the building, students will assemble with their appropriate class on the school playground. All students will be cared for in the supervised areas until they are properly checked out.

According to the State Law, a student will be released only to a parent or other specifically designated person on the emergency card. Please be sure that your child knows the person you have designated, and that his/her name is on record here at school.

The following instructions will help us to most effectively deal with an emergency situation and provide for the safety of all students:

1. REMAIN CALM
2. Do not telephone the school office
3. If possible, email updates will be sent via school-wide communication system.
4. Tune in to local broadcasts for updates
5. Upon arrival at school, report to the adult in charge to properly check out your child/ren

If an emergency occurs outside school hours, please watch for email notification via email and check local broadcasts for instructions on school closures. As a general rule, Our Lady of Guadalupe School will follow the same procedures as those designated for area public schools.

Emergency drills are conducted regularly during school hours so that students/faculty are prepared to respond confidently and calmly in the event of a true emergency.

## **Arrival and Dismissal Safety Procedures**

For the safety of our students, faculty, and families, all parents are requested to follow the traffic pattern when dropping off and picking up students. We require your attention and cooperation in following these traffic regulations to provide a safe environment:

1. **For safety reasons, preschool families please park in the parking spots closest to the preschool building only.** If you need to drop off or pick up a student early, you must park at the curb on the school side of Massey Street.
2. Do not use your cell phone or other mobile device while driving.
3. Do not block the school driveways or double-park in front of the school or church. Hermosa Beach Police will cite offenders.
4. When driving into the schoolyard, please use extreme caution, observe the cones, and follow the directions of the yard duty personnel
5. During school hours, you may not drive or park on the schoolyard, unless special arrangements have been made with school administration (funerals, field trip transportation, etc.)

## **Missing Child Procedures**

In the event of a missing child, the school staff will:

1. Make note of the time the child is first missed.
2. Make a brief but thorough check of school grounds.
3. Call parents/guardians and anyone whose name appears on the emergency pick up card to check if they picked up the child.
4. If the first three steps fail to locate the child, the police will immediately be called. A picture and the age of the child will be made available to them.
5. An accident reporting form/personal incident form will be completed and sent to the appropriate office or department.

## **COMMUNICATION PROCEDURES**

### **Back to School Night**

Annual Back to School Night is held within the first two weeks of school. Parents have an opportunity to visit classrooms and receive classroom policies, procedures, and curriculum. At least one parent/guardian is expected to attend.

### **Monthly Newsletters**

Newsletters with important dates and information will be sent via school speak and a hard copy will be in your child's cubby at the beginning of each month.

### **Communication Folders**

This folder will be in your child's cubby. It contains communication from the school and other community organizations.

## Teacher/Parent Communication and Conferences

The family is the most important element in young children's lives. Building a strong bond between home and school allows children to feel confident as their world expands. Parents and families are an important part of our program. Keeping you informed of your young child's progress is very important to us.

- If you have a concern that needs to be addressed before the next school day, please email the director [yewilcox@ourladyofguadalupeschool.org](mailto:yewilcox@ourladyofguadalupeschool.org) In that email please describe your concern AND what response you would like to have. Do you desire a phone call, an email, or need a meeting with the teacher/director.
- Meetings with the teacher need to be scheduled. By law, the teacher is responsible to monitor his/her class during Preschool hours. If you require a meeting, the Director will facilitate releasing the teacher from class for a determined period and will provide you with an office in which to privately have the meeting.
- Please do not discuss concerns in front of your child. While they *may* not understand the exact vocabulary, they are very aware of your body language. Staff has been directed to defer any conversation that needs privacy or time to the Director or scheduled time.
- Requests for meetings with the Director are handled in a timely manner; with a phone or email-response within 24 hours.
- Your child's teacher knows more about your child than the Director. Approach the Director **AFTER** meeting with the teacher when satisfaction is not found.
- Parent/Teacher conferences are held during the month of January. Appointment times will be arranged for parents who would like a formal conference with your child's teachers. Formal progress reports are in late January. If you would like to discuss your child's progress before these periods, please talk to the teacher.

## Curriculum

Our beliefs are fundamentally driven by developmentally appropriate practices. Our curriculum meets the needs of children; intellectually, socially, emotionally, physically, and spiritually.

- In our preschool program, language skills encompass speaking, listening, pre-reading, and pre-writing. We expose children to letters of the alphabet and vocabulary words. Language becomes a tool for children to express feelings, thoughts, fears and wants. Children will have many opportunities to find joy in children’s literature, create their own stories and books, and acquire a love and enjoyment of words and literature.
- Children construct their knowledge by touching, tasting, smelling, watching, listening, thinking, and doing. Areas of play include blocks and building toys, dramatic play, art, music, books, manipulative materials, and outdoor play. We believe that social skills such as sharing, cooperation, and participation will strengthen as social learning takes place and each child becomes a valued member of our classroom community.
- Preschool language and literacy activities can be significant in laying the foundation for later literacy learning. Because there is great variability in how quickly and how well each child learns, the preschool language and literacy curriculum should be varied and flexible to accommodate a range of learning styles and activities.
- Several preschool language and literacy practices are associated with improved literacy learning, including:
  - Cognitively challenging, vocabulary-rich conversations with adults (Phillips, McCartney, and Scarr 1987; Dickinson, Cote, and Smilth, 1993)
  - Being read aloud to in an expressive manner from an appealing book (Clay 1979; Purcell-Gates and Dahl 1991; Dunn and Dunn 1981)
  - Participation in rhyming and alliterative activities to support phonemic awareness (Adams 1990; Ehri and Wilce 1980, 1985; Perfetti and others 1987)
- Desired Results for Language and Literacy (Prekindergarten Learning and Development Guidelines (*California Department of Education*)
  - Understands two-step requests that are sequential but not necessarily related (e.g., “Please pick up the ball and then get your coat
  - Engages in conversations that develop a thought or an idea (e.g., tells about a past event, explains how something works)
  - Plays with sounds of language in silly songs, rhymes, game, and stories. Experiments with using more complex grammar and parts of speech (e.g. uses plural forms of nouns, such as balls or fishes; uses future or past tense; or uses pronouns such as he, she, I , or you)
- Desired Result: Children are effective learners.
- Children demonstrate emerging literacy skills
  - Knows letter names

- Understands that letters make words (e.g. recognizes signs around the room as labels for common objects)
- Recognizes own name
- Makes sound-symbol correspondences
- Retells main events from a story in order.
- Mathematical Development develops rapidly during the Preschool years. Several important developments have been identified:
  - Counting and 1:1 correspondence
  - Knowledge of arithmetic
  - Quantity and measurement
  - Spatial and geometric knowledge
- We provide a Christian environment where Christian values will be emphasized as we help our children begin to appreciate the wonderful world God has created for us.
- Science and Social Studies will be integrated in the curriculum through Language Arts and Mathematics.

### **Teacher Preparation**

OLG Preschool is licensed to provide services for 30 children. **The teacher/child ratio is 1:12. The ratio of a teacher and aide teaching children is 1:15.** Our staff is qualified and meets all expectations required by the Department of Social Services and the Archdiocese of Los Angeles. Teachers and Assistants are provided with opportunities for professional growth and in-services. Staff development provides teachers with educational ideas to implement in the classroom.

### **Field Trips**

The field trip policies listed below apply to class trips.

- Prior permission of the director
- Signed and dated permission slip. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip
- All participants should have appropriate identification and travel documents
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snake bite kit must be included in any area where there may be poisonous snakes.

## Transportation

- Transportation may be by personal car, school or chartered bus or van.
- Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.
- School employees and parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian's driver's license and insurance declaration page must be kept on file at the school.
- Live Scan finger printed through the Los Angeles Archdiocese
- Virtus Certified
- All contracts with bus companies or other transportation vendors must be submitted to the Archdiocesan Legal Department for review prior to signature

Schools may only use buses or vans with valid California State approved licenses or charters. Verification may be obtained on the state Public Utilities website at <http://www.CPUC.ca.gov>. In addition, schools must verify insurance coverage of the transportation company.

## Progress Reports

In January, individual student progress reports are sent home. The progress reports help both students and parents determine areas of strength and for growth.

## Tuition

**Tuition is due the first school day of the month.** Financial responsibilities will be administered through SMART Tuition, a management service used by private schools nationwide. Tuition may either be deducted from your checking account or credit card. Tuition is considered late on the 5<sup>th</sup> day of the month. The late fee is **10% of the balance**. **Any accounts that become 10 days past due must be paid in full before the child may return to school.** Late Pick-Up fees, extra hours fees, and other miscellaneous fees are posted on the updated Tuition Payment Statement posted on our school website.

**OLG is a 12-month program. Admission into the school assumes enrollment for 12 months unless specifically arranged with the director at the time of enrollment. This policy applies to kinder bound children as well.**

All fees are non-refundable; this includes the Registration Fee, Monthly Tuition, and Fundraising Fees. In the event you choose to terminate enrollment at OLG Preschool, a **30 day written notice** is required before you are released from the monthly tuition obligation.

## Parent Fundraising Responsibilities

Tuition alone does not cover the total cost of your child's education; therefore, every family is required to fulfill the following:

1. Generate at least \$60 in Trike-a-thon pledges.
2. SCRIP PROGRAM (Generate at least \$100.00 in profit or buy out).  
\*\*(big school families are exempt from this obligation)
3. Hawaii Raffle Tickets (Buy or sell at least \$50.00 in raffle tickets).  
\*\*(big school families are exempt from this obligation)

## Discipline

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Each member of Our Lady of Guadalupe School is expected to treat every other person with respect and courtesy, and deserves to be treated in a like manner. Adults play a very important role in teaching their children, both actively and by example, to exhibit a positive Christian attitude and to behave in a respectful and peaceful manner. It is our hope that by reinforcing positive behaviors and qualities, we will assist them in dealing with the conflicts that they face, empower them to deal with conflict when necessary, and thus encourage personal accountability, responsibility, and a more positive attitude toward all.

Young children need positive behavior support in order to develop respect for themselves and others. **At OLG Preschool, we have adopted the Positive Behavior Support Intervention System (PBIS) as our behavior support system.** PBIS is a tiered model that offers a hierarchy of prevention and intervention strategies with the intensity of the strategy and support geared to the level of perceived need. Fox and colleagues (2003) describe this framework for young children. It is based on a three level "teaching pyramid" that represents a continuum of supports and services designed to build social competence and prevent challenging behaviors of young children.

At the primary, or universal level, teachers implement the following strategies:

- Defined expectations of Children's Behavior
  - i.e. We use walking feet, We take turns, We use soft touch
- Teaching Children to respond to expectations
  - i.e. clear plans are made for teaching Children to understand and comply with the expectations in the full range of settings within our program (playground, classroom, center areas)
  - Expectations are anchored to familiar words and modeled behavior.
- Acknowledgment of Children's positive behavior

- Our dedicated mission here is to “Catch the Children being good”;
- Acknowledgement is immediate, descriptive and concrete.
- Research shows that specific verbal feedback (sometimes accompanied by a hug or high 5) is the most effective way to reinforce young children.
- We do not use primary reinforcement (food, candy) with young Children unless discussed with the parent
- Behavior that is unkind or unsafe is also immediately acknowledged and redirected.
- Occasionally young children need time and space away from the activity to calm down and prepare to re-enter the activity. If a child needs a “time away”, he/she is removed from the activity to a space in the classroom where the teacher or assistant accompanies the child and works with them to change from the behavior impeding learning to an appropriate replacement behavior (i.e. talking instead of a tantrum)
- Children’s behavior is acknowledged when they occur, in the context of their regular routines.
- Use of data to drive decisions
  - We use the ***Behavior Incident Report*** to document occurrences of targeted challenging behaviors. The form documents the behavior, the setting in which it occurred, the type of activity, the people involved in the activity, any other potential triggers to the behavior, and the consequences (if any) that were provided following the behavioral incident. A copy of the ***Behavior Incident Report*** can be found in the Appendix. When filled out, a copy of the form is provided to the parent (placed in the child’s daily log), and the director. This data is used for the development of more individualized behavior supports for certain children.
- **Targeted Group Interventions** are provided for children who need support at the secondary level for behavior impeding learning that does not respond to Universal Level strategies.
- **Intensive Intervention:** In very rare cases, more individualized, assessment-based and intensive interventions may need to be provided. If a child needs support at this level, the parents will work very closely with the teacher and the director to provide support, and in some rare cases make a determination about the developmental “fit” of the OLG Preschool Program for the individual child.

**PARENTS:** If you happen to observe a conflict between children, please refrain from facilitating their conflict. Our staff will facilitate all conflicts between children.



In the interest of providing an environment that is conducive to learning, we reserve the right to dismiss a child from preschool if repeated behavior that impedes the safety of your child and/or other children continues despite interventions.

### **Conditions for Terminating Child Care**

OLG Preschool may terminate childcare services for the following reasons:

- Payment is delinquent.
- The child's behavior becomes abusive to others.
- We cannot support the child's behavior given our available resources.
- The child's parent's behavior is disruptive or abusive to any staff or child.
- The parent fails to cooperate with staff, policies, and parent handbook.

Any reason as defined by the Director

### **Confidentiality**

Confidentiality is very important to us. We will never release information to unauthorized people. Before information can be released to ANYONE other than the legal parent/guardian, an **Authorization to Exchange Information** form must be on file with the Director.



### **Licensing Department**

OLG Preschool is licensed through the Department of Social Services. Any duly authorized officer, employee, or agent of the Department of Social Services may, with supervision, and at any time, enter the Preschool and interview your child. This may be done to ensure compliance with regulations or to investigate a reported possible violation. The department has the authority to interview children or staff without prior consent. The licensee shall ensure that provisions are made for private interviews with any child or staff member. The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the childcare center.

### **UNIFORM AND DRESS REGULATIONS**

Children enrolled in our Preschool program wear the school uniform. The uniform is comprised of a red, white, powder blue, or navy blue t-shirt or collared polo shirt with or without OLG logo, blue sweatpants or blue shorts, red and blue plaid skirt, or skirt, sturdy athletic shoes, and plain white socks. For colder days, children can purchase a navy blue cardigan, plain navy blue hooded windbreaker, red OLG sweatshirt, or a plain blue or red solid color sweatshirt with no images. Your child will go outside to play unless the Director determines the weather is too inclement for safe/healthy play.

Please send your child to school with an extra set of clothing from underwear to outerwear. **Be sure to label all clothing and belongings.** When items are used, it is the parent's responsibility to replace them the next day.

Uniforms are available from Cambridge Uniforms: 220 S. Market St., Inglewood, CA 90301 (310) 673-3131. Gently used, clean uniforms are available for purchase in the front office. All students are expected to arrive at school neatly dressed in uniform.

**Make-Up/Jewelry:** Girls may only wear one pair of stud earrings (one earring per ear). Boys may not wear earrings to school. Only religious jewelry and a watch may be worn. No make-up or fingernail polish is allowed.

**Hair:** Hair should be clean, neat, and worn off the face. Hair should be cut in a traditional manner, with no less than #1 razor, no extreme styles, dyes, feathers, etc. Boys' hair should be worn one half inch above the collar, above the eyebrows, and away from the face. Only red, white, blue, black, or matching plaid ribbons/ties/bands may be worn.

**FOOD SERVICE**

**\* Please be advised that OLG is a Peanut-free Preschool Environment**

OLG Preschool will provide snacks everyday. We serve nutritious snacks such as cheese & crackers, fresh fruits, vegetables, cereals, etc. Students need to bring their own lunch from home or participate in our hot lunch program that is provided by Choice Lunch. A monthly menu is provided online for Choice Lunch, for ordering purposes. Please pack an ice pack to keep your child's food cold or a thermos to keep it warm. The staff cannot store lunches in the refrigerator nor can they warm up a child's food because of allergies and/or other health related reasons. **Fast food lunches may not be brought to school.** Healthy eating habits are recommended for young children. Therefore, certain items are not allowed as lunch items.

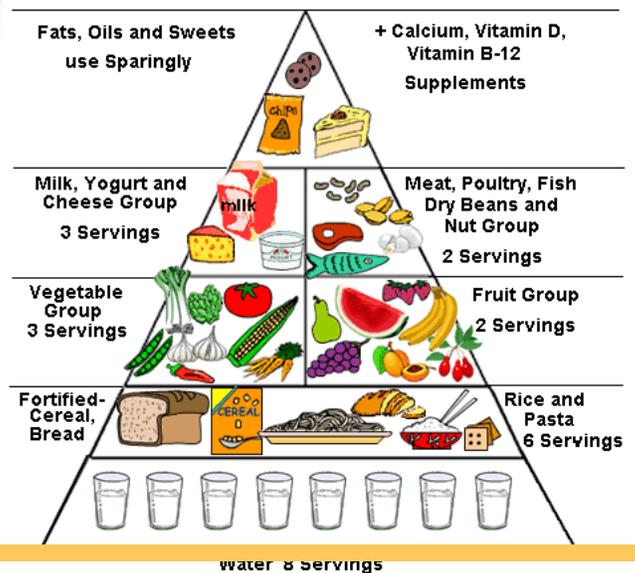
**Foods that are prohibited are:**

- Candy
- Gum
- Drinks in glass containers
- Soda



**Foods that are encouraged are:**

- Fresh fruits (cut into bite-sized portions)
- Dried fruits
- Vegetables
- Cheese and meats
- Eggs
- Sandwiches
- Crackers



Rice cakes  
Taquitos and Burritos  
Pizza  
Pastas  
Rice and beans  
Applesauce  
Cheese sticks  
Breads  
Water  
Milk

### Choking Hazards

Young children are highly susceptible to choking. The following foods can cause choking and should be avoided.

- Whole raw carrots (use thinly sliced or shredded)
- Raw celery
- Taco shells
- Foods with seeds
- Whole grapes (use halved or quartered pieces)
- Whole olives
- Whole hot dogs (use lengthwise cut)

When in doubt, please ask a teacher for guidance or consult (American Public Health Association and American Academy of Pediatrics).

### Food Allergies

Please inform OLG Preschool of any food allergies your child has. A child shall not be served any food for which the child's record indicates he/she has an allergy. Parents shall provide modified diets prescribed by a child's physician as a medical necessity to the school. OLG Preschool shall obtain and follow instructions from the physician on the preparation of the modified diet. **Please be advised that we DO NOT serve peanut butter in the preschool.** Due to food allergies and hygiene reasons, children will not be allowed to share their food.



### Naptime

OLG Preschool is a full time program. Naptime is required under **Title 22**. Children are provided with individual cots to nap on. Naptime is from 1-3 pm. Quiet time is provided for children who do not nap. Parents need to provide a blanket and crib fitted sheet from home. It is important to



promote healthy hygiene and wash the blankets and sheets on a weekly basis. Blankets and sheets will be sent home on Fridays to be washed. Please return a clean blanket and sheet on Monday.

### **Immunization Requirements**

OLG Preschool requires that all parents provide a copy of their child's immunization records prior to admission. A physician's report is required before the child's first day of school. All children must be evaluated for risk factors for tuberculosis (TB) as part of the medical assessment required for admission (Form 701). A Mantoux TB skin test is only required when the physician determines the child has risk factors for TB. No child may enter the program without the mandated immunizations.



### **Emergency Cards and Authorized Child Release Forms**

Parents must fill out an emergency card and provide the school with accurate information. Parents or Guardians must provide written notice to the Director immediately if there is a change in a parent's residence or work, mailing address or telephone numbers. It is crucial that we are able to locate you at all times.

Anyone other than the known parent/guardian who attempts to pick up your child must present a photo identification that verifies his or her identity.

Any changes on the release form must be made in person or in writing by the parent/guardian. Your child will not be released to anyone who is not on your emergency card or dismissal form. Our priority is your child's safety.

### **Medication Policy**

The school will not furnish medication. Procedures and regulations for medication at School require a release (Medication Authorization and Permission Form) stating the nature of the medication, signed and dated by the doctor, and also signed by the parent.

Medication administration at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. The medication will be in a locked cupboard in the preschool. Only the Director or lead teacher will administer medication.



Students may not carry any medication of any kind in their pockets or backpacks. This includes Chap Stick or cough drops. Students may not be given medication prescribed for other family members. The medication regulations apply to both prescription and non-prescription forms.

### **Services Provided During A Medical and Dental Emergency**

In case of an emergency, your child will be provided with medical care. The Director or lead teacher will contact 911. The Director or lead teacher will contact the parents. The Director or lead teacher will accompany the child to receive medical care, if they must be transported. Children may only be transported for medical care in an ambulance called by the paramedics.



### **HEALTH POLICY**

Children with contagious illnesses must stay home in order to prevent the spread of illness to other children and adults. Keep your child home if he or she has the following symptoms:

- Fever greater than or equal to 100 degrees F.
- Moderate drainage (clear or discolored) from the mouth, nose, eyes, or ears.
- Red discoloration to the whites of the eye(s).
- Conjunctivitis (Pink Eye)
- Skin rashes as they are difficult to diagnose unless seen by a physician.
- Severe abdominal pain, vomiting or diarrhea.
- A painful, red throat, even if fever is not present
- A deep, hacking cough
- Difficulty breathing or untreated wheezing
- Complaints of stiff neck and headache with more than one of any of the above stated symptoms
- Yellow discharge from the eyes
- An unusual yellow coloring of the skin or eyes
- Cuts or openings on the skin that are pus-filled or oozing
- Lice or nits

We want to protect your child and the other preschoolers. **PLEASE DO NOT SEND** children to school, if they have a cold or an abnormal health symptom. The most contagious period for the common cold is the first 3-5 days. If, after that length of time, children are no longer sneezing, coughing, or suffering from nasal discharge, they may return to preschool. Children with head lice should also remain home until treatment is completed and **all** lice and nits are gone.

Children must be free of the following symptoms for a **FULL 24 HOURS** before coming to school: **fever, vomiting, coughing, runny nose with colored discharge, or diarrhea.** Ringworm should be treated by a doctor and is contagious until 24-36 hours after treatment.

State law requires that we have only healthy children at school. Children who are ill or show symptoms listed above cannot be allowed to remain in class, germs travel quickly among preschool age children. By keeping your ill child at home, infections are not being spread to others, and your child is not being exposed to others while his/her resistance to infection is low.

Please report contagious diseases immediately, so that parents of other children in the group can be alerted. **REMEMBER TO CALL THE PRESCHOOL OFFICE AND REPORT ABSENCES.**

### **Birthdays**

Birthdays are very important days for young children (and their parents). At OLG Preschool, we begin the day by acknowledging the special Birthday Person with a song, and the bestowal of the Birthday Crown. Birthday parties at school may be celebrated with a special food of your choice. Please be aware of any allergies of children in the classroom and keep in mind that some parents wish to limit their child's sugar intake; thus, we encourage alternatives to sweets; i.e. yogurt parfaits or fruit/vegetable treats. Your child's teachers can suggest treats that are popular with their particular peers.

If you are planning an off-site celebration, please do not use the children's cubbies to deliver invitations unless you plan to invite them all (or all of one gender). If you would like to invite a select few, please approach the parents personally. **We are not permitted to distribute class lists that contain phone numbers or email addresses.**



### **Kindergarten Readiness**

Students must be five years old by September 1st to be eligible for entry into our kindergarten classroom. However, please be aware that age alone does not automatically guarantee your child's entry into kindergarten. The Preschool Teacher, Kindergarten Teacher, Director, and Principal will make decisions for entry into kindergarten. .

### **Sign in/Sign out Procedures**

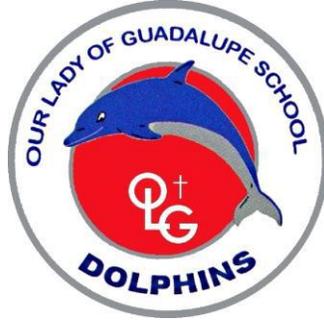
State Licensing mandates that your child be signed in and out each day with a full legible, legal signature with the time of arrival and departure (Licensing Regulation 101229.1). The sign in station will be at the front door of the classrooms. OLG Preschool staff will release children only to people on your child's emergency card. These people have been designated by you to pick up your child. Only persons over the age of 18 with a picture ID may pick up children. Please inform the school in writing if someone other than a person you have authorized on the emergency information will be picking up your child. Any person who is picking up a child will be asked to provide the staff with a picture ID. They will need to sign your child out with their full first and last name.

## **DAILY SCHEDULE**

7:00-8:00am	Welcome/Manipulative/Puzzles
8:00-8:30am	Morning Routine/Circle Time
8:30-8:45am	Music/Movement Time
8:45-9:15am	Faith Formation/ Story Time
9:15-9:30am	Snack
9:30-10:10am	Centers- focus on Language Arts (Rotate through 3 center activities, 1 free choice)/ Rainbow Room- Outdoor play
10:10-10:30am	Language Arts
10:30-11:15	Outdoor Play Sunshine Room
11:15-11:35	Touch Math
11:40-12:30pm	Wash hands/Lunch
12:30-12:55	Outdoor play
1:00-3:00pm	Nap
3:00-3:30	Snack
3:30-4:00	Outdoor Play Sunshine Room/ Spanish Rainbow Room
4:00-4:30	Spanish Sunshine Room/Outdoor Play Rainbow Room
4:30-5:15	Art/science
5:15-6:00	Transition for departure -centers

**\*Daily Schedule Subject to Change**





## **Behavior Incident Report**

This form is to document occurrences of targeted challenging behaviors.  
Please fill out as accurately and completely as possible.

1. Challenging Behavior: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Setting in which it occurred: \_\_\_\_\_

\_\_\_\_\_

3. Type of activity: \_\_\_\_\_

\_\_\_\_\_

4. People involved: \_\_\_\_\_

\_\_\_\_\_

5. Any other potential triggers: \_\_\_\_\_

\_\_\_\_\_

6. Consequences provided following incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

Director/Teacher Signature

Parent /Guardian Signature

Department of Catholic Schools  
Archdiocese of Los Angeles

**Authorization to Exchange Information**

Student \_\_\_\_\_ Date of \_\_\_\_\_ Age \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Parents/Guardians \_\_\_\_\_

Home Ph. \_\_\_\_\_ Cell Ph. \_\_\_\_\_ Work Ph. \_\_\_\_\_

(Parent is to complete and sign a copy of this authorization form for each prior school, doctor, therapist, and/or other services provider for which a request for records or materials is sent.)

TO: \_\_\_\_\_  
(Name of prior school, doctor, therapist, or services provider)

\_\_\_\_\_  
(Address of prior school, doctor, therapist, or services provider)

\_\_\_\_\_  
(Fax Number of prior school, doctor, therapist, or services provider)

The undersigned, as parent/guardian of the minor \_\_\_\_\_  
(Name of child)

(D.O.B. / / ), hereby authorizes \_\_\_\_\_  
(Name of prior school, doctor, therapist, or services provider)

to share, produce and discuss otherwise confidential educational materials, medical records, psychological records, and other information regarding

\_\_\_\_\_ with \_\_\_\_\_, including  
(Name of child) (Name of current school)

any personnel therein. This authorization shall remain in effect for one year from the date of the authorization and a copy of the authorization shall be deemed as original.

\_\_\_\_\_  
(Parent/Guardian Signature) Date

**SEE REQUEST FOR RECORDS, MATERIALS, AND INFORMATION LISTED ON NEXT PAGE.**

# Request for Records, Materials, and Information

(Page 2 of the Authorization to Exchange Information Form)

Please send requested records, materials, and/or information to:

\_\_\_\_\_  
(Name of Current School)

\_\_\_\_\_  
(Name of Current Administrator)

\_\_\_\_\_  
(Address of Current School)

\_\_\_\_\_

\_\_\_\_\_  
(Current School Fax)

\_\_\_\_\_  
(Current School Telephone Number)

Please send the following educational, medical, psychological, or other records, materials, or information regarding \_\_\_\_\_:  
(Student's Name)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Office Use Only:**

Date Authorization Sent \_\_\_\_\_ Date Requested Information Received \_\_\_\_\_

### **OLG Preschool Parent Handbook Agreement**

The purpose of the parent handbook is to share information with parents and to promote an understanding of our program. It is important to foster a spirit of cooperation between home and school. We hope you find this information useful as an orientation to both our policies and services. I have read all the sections in the parent handbook and agree with all its contents.

- Initial \_\_\_\_\_ About OLG School
- Initial \_\_\_\_\_ Preschool Admissions
- Initial \_\_\_\_\_ Program Description
- Initial \_\_\_\_\_ Philosophy
- Initial \_\_\_\_\_ Curriculum
- Initial \_\_\_\_\_ Teacher Preparation
- Initial \_\_\_\_\_ Tuition
- Initial \_\_\_\_\_ Fundraising Responsibilities
- Initial \_\_\_\_\_ Discipline
- Initial \_\_\_\_\_ Uniform
- Initial \_\_\_\_\_ Teacher/Parent communication and conferences
- Initial \_\_\_\_\_ Confidentiality
- Initial \_\_\_\_\_ Licensing Department
- Initial \_\_\_\_\_ Food Services
- Initial \_\_\_\_\_ Choking Hazards
- Initial \_\_\_\_\_ Food Allergies
- Initial \_\_\_\_\_ Naptime
- Initial \_\_\_\_\_ Immunization Requirements
- Initial \_\_\_\_\_ Emergency Cards
- Initial \_\_\_\_\_ Sign In/Out Procedures
- Initial \_\_\_\_\_ Daily Schedule
- Initial \_\_\_\_\_ Medication Policy
- Initial \_\_\_\_\_ Services provided during a medical and dental emergency
- Initial \_\_\_\_\_ Health Policy
- Initial \_\_\_\_\_ Birthdays
- Initial \_\_\_\_\_ Kindergarten Readiness
- Initial \_\_\_\_\_ Conditions for terminating childcare

**Please sign and return to the OLG Preschool Director, Mrs. Yvonne Wilcox.**

I have read and understand the entire OLG Preschool Parent Handbook and Admissions Policy.

\_\_\_\_\_  
Parent(s) Signature(s)

\_\_\_\_\_  
Date